

19 December 1980

MEMORANDUM FOR: Deputy Director for Administration
FROM: Thomas H. White
Director of Information Services
SUBJECT: OIS Weekly Report (11-17 December 1980)

Office of the Director of Information Services

The Chairman of the E Career Service has responded to our recommendations that the registry/RMD positions in the DCI area be designated as MI Career Sub-Group positions. Complete agreement has been received on the positions we identified in our survey of the DCI area. As a result of the O/DCI response, two minor administrative matters require additional discussion. We do not foresee these as significant problems and they are being resolved. We have also learned that the results of our surveys of the NFAC and S&T areas have been forwarded to the individual Office directors within each Directorate for further comment. We expect their responses in the very near future.

Classification Review Division

CRD reviewed 3,093 CIA documents (46,499 pages) and declassified 8.0 percent.

Records Management Division

RMD forwarded a memorandum providing guidance from the National Archives and Records Service (NARS) on "Personal Papers vs. Official Records" to the Deputy Directors, Heads of Independent Offices, and DDA Office directors. The guidance should be particularly helpful during the Presidential transition period.

A proposed records control schedule amendment changing the retention period of OCR's copies of Intelligence Information Reports from permanent to 30 years was sent to NFAC for concurrence. The DO/RMD recently concurred with this amendment after a 15-week coordination effort in that directorate. Although Mr. Ray Tagge of NARS will support the amendment, he is not optimistic about its ultimate approval by the Archivist.

An Information Technology Branch representative and a representative from Information International Inc. (III) conducted tests at the Bureau of Census on a Computer Output to Microfilm (COM) device to determine the operating speed of the machine and its capabilities for reading data that have been recorded in different formats. RMD is working with OL/P&PD on a project to upgrade P&PD's COM equipment. The new equipment being evaluated may cost as much as \$400,000.

Work on modification to the forms part of the Forms and Reports Management System (FARMS) is moving ahead. Alternative ways of printing the Supply Catalog for Forms if FARMS is expanded to include all the forms information now printed in the catalog were discussed with OL/P&PD. The savings OL would realize by not having to maintain the catalog probably would be greater than the extra cost RMD would incur by maintaining extra data in FARMS.

Regulations Control Division

Among the 20 regulatory issuances that RCD processed during this

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Information and Privacy Division

A separate report is attached.

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Thomas H. White

Attachment

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18 December 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (11-17 December)

1.	<u>The Week in Review</u>		
		<u>11-17 Dec</u>	<u>1980 Weekly Average</u>
a.	New cases logged	69	57.4
b.	Cases closed	79	50.7
c.	New appeals logged	2	1.7
d.	Appeals closed	7	2.9
e.	Manpower (man-weeks)	130.2	125.2
2.	<u>Current Backlogs</u>		
a.	Initial requests - 2981		
b.	Appeals - 354		
3.	<u>Spotlighted Requests</u>		

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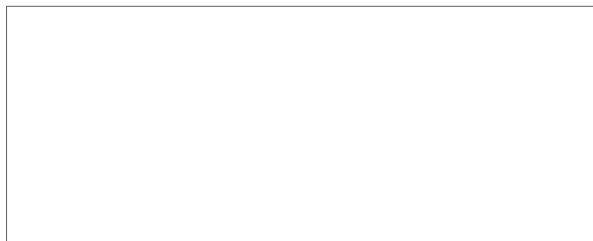
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d. Upon completing a mandatory classification review of the publication, "An Operational History of Psychological Operations Against North Vietnam During the Period 1972-1973," we informed the Joint Chiefs of Staff that, provided that the Department of State and the National Security Council concur, the CIA would have no objection to the release of segregable portions of the report once classified material has been excised from 10 of its pages.

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